



LISS PARISH COUNCIL

Minutes of the virtual meeting of the Project Review Group held on 25th January 2021, 6pm

MEMBERS

*R. Hargreaves (Chair), *K. Budden, *S. Baldwin *H. Linsley *M. Knibbs, * G. Lowe
*L. McDonald *A. Smith, *C. Williams *N. Wilson

*Present, in addition to Cllr J. Bennett, Lizzy Keeling (Assistant Clerk) and Nicola Waight (Principal Transport Planner, HCC)
Clerk: Sarah Smith

01/PR21 Apologies

None received.

02/PR21 Declarations of interests

There were no declarations of pecuniary interests. Cllrs Linsley, McDonald and Wilson noted their positions as Trustees to the Newman Collard Playing Field Trust.

03/PF21 Presentation from Nicola Waight, Principal Transport Planner, HCC

Cllr Smith introduced Nicola Waight from the HCC Transport Planning Team and set out that this service provided one option for consultancy services to deliver the village centre redesign project. Nicola Waight gave a short presentation to the Group on the HCC in house consultancy service. Key points included:

- The service had undertaken commissions to deliver projects for several parish and town councils;
- The service had been set up to generate income and keep skills in-house, but it charged actual costs and was not able to make a profit from the service (thereby ensuring value for money);
- That the service did not take part in tender exercises as tendering is time consuming and the service needed to keep costs down;
- Options for project delivery included the Community Funded Initiative Scheme or direct contracts;
- Projects using the service benefited from greater buy in from HCC and therefore increased deliverability, without the need to incur fees for HCC to endorse designs;
- The service included full cost analysis for delivery of the plans, including surveyor input.

A ball-park figure for the fee for consultancy services for the village centre redesign project was estimated at around £25,000-£30,000.

Cllr Wilson joined the meeting during this item at 18h15.

Nicola Waight left the meeting at this point.

04/PR21 Liss village centre redesign project

The Liss village centre redesign project brief had been prepared by Cllr Smith as Chair of Highways and Lizzy Keeling, Assistant Clerk. Cllr Smith advised that the document reflected input from both the Highways and Planning committees and from Margaret Effenberg, former Chair of the Village Design Group.

A few points were made including the need to enhance the document by adding:

- a) details of consultation, document ownership and version control;
- b) a note to say that the drawings for the new Piazza style area are illustrative only (2.4 d));

- c) missing words at 2.5 (“increased traffic on other routes”);
- d) scope of the village centre area, including clarity on where the village centre extends to the west;
- e) clearer diagrams - the ‘Exiting and suggested plan for Lower Mead shopping area’ at diagram 2 and ‘Suggested design for Railway station showing trees and planters’ at diagram 5 were unclear, although it was noted that these were for illustrative purposes based on earlier ideas by the Village Design Group, rather than actual plans.

Cllr Budden noted the need to approach the owner of the land would as it had been some time since earlier village centre proposals had been discussed with him. Cllr Smith confirmed this would form part of the stakeholder engagement process.

Resolved: That, subject to amendments as discussed, the brief for the village centre redesign be approved and recommended for formal adoption by Full Council, proposed by Cllr Smith, seconded by Cllr Williams with one abstention (Cllr Linsley) and all other Members in favour.

Members agreed to set up a small working group to investigate issues such as consultancy options, procurement arrangements and costs, to report back to the Project Review Group. The group would consist of Cllr Smith, the Chair, the Chair of Finance and Cllr Wilson.

The Assistant Clerk left the meeting at this point.

06/PR21 Approval of the minutes of the Project Review Group meeting of 6th July 2020 and any matters arising

Resolved: That the minutes of the Project Review Group meeting of 6th July 2020 be accepted as a correct record (proposed by the Chair and seconded by Cllr Smith with all in favour).

The Chair noted that any matters arising from the minutes would likely be covered during the course of the meeting.

06/PR21 Review of established and planned projects

Members discussed the various established and planned projects – an updated version of the table prepared by the Clerk is at **Annex A**.

07/PR21 West Liss Recreation Ground play and leisure project

The Clerk had circulated the latest draft of the bid for SDNPA CIL funds to deliver the West Liss Recreation Ground play and leisure project. The project had been unsuccessful in the last two years’ bidding rounds but remained a key priority for LPC. Cllr Wilson advised that both he and the Chair had provided input in reshaping the bid to provide a more strategic context and to provide a greater sense of urgency.

Cllr Wilson noted that, following a few last amendments, the application would be submitted later in the week to meet the 31st January deadline.

08/PR21 Update of Liss projects on the SDNPA Infrastructure Business Plan

Members considered the current list of IBP projects for LPC and agreed the following:

- a) The Liss Pavilion: Now delivered so to be removed from the list;
- b) West Liss Recreation Ground play and leisure project: Amend to short-term and highlight that an urgent project and key delivery priority for Liss;
- c) New street furniture: Re-focus to wider Liss village centre redesign project and amend from long-term to medium-term project;
- d) Pétanque Terrain: Now delivered so to be removed from the list;
- e) Purchase of land and creation for new public open space: Remove from list but retain as a possible project for the future. Delivery of the Mill Road Community Garden and SANG associated with the Andlers Ash development will make some progress in achieving this but even before the housing allocation Liss was deemed to be deficient in public open space;

- f) Undergrounding of utility services in Liss Centre Conservation Area: Re-focus to wider Liss village centre redesign project and amend from long-term to medium-term project.
- g) Highways priorities (including village gateways, school zone improvements on Hill Brow Road and Forest Road): This had fallen off although was on the original priority list submitted by LPC. It was felt this should be reinstated as an LPC priority, even though it was hoped that highways priorities on village gateways and school zone improvements would be delivered through s106 funds.

The Clerk would report back to the SDNPA accordingly.

09/PR21 Allocation of available funding

The Clerk confirmed that a CIL payment of £6,363.20 had been received (25% of CIL receipts received and passed directly to the Parish Council).

Resolved: That a sum of up to £4,000 be allocated to the funding of a new path at Liss Forest Recreation Ground to reach the new Pétanque Terrain, with details and arrangements to be proposed by Cllr Wilson and the Clerk and agreed by the Chair, Vice-Chair and Chair of the Finance Committee (proposed by the Chair and seconded by Cllr Baldwin with all in favour).

Resolved: That the sum of £1,595 be allocated to the re-siting of free play equipment offered, with location for the siting of the equipment to be agreed in due course.

10/PR21 Prioritisation of projects for future funding

Cllr Wilson proposed two projects for consideration: tackling loneliness (building on Covid support experience) and intergeneration cohesion (to help address anti-social behaviour).

Members supported the scoping of these projects, looking to establish where LPC can add value but bearing in mind capacity issues.

Cllr Wilson undertook to work with councillors with relevant knowledge and links and to report back to the Project Review Group.

11/PR21 Community engagement

Members agreed to the creation of a working group consisting of cllrs Wilson, Bennett and Smith to consider a) what LPC wants to achieve in terms of key priorities for the future and a pipeline of possible projects, and b) how community engagement and consultation might inform this, drawing on social media as well as other forms of consultation such as forums, focus groups and polls.

The working group would report back to the Project Review Group in due course.

The meeting closed at 21h00.

Date of next meeting: tbc

Signed..... Dated.....

Project	Priority	Funding stream 1	Funding stream 2	Status
Facilities				
Village Hall Toilet Refurb	1 – In Action Plan 2020/21	Funding obtained (SDNPA CIL with LPC match funding).	N/A	PROJECT COMPLETE
West Liss Play and Recreation Equipment	1 – In Action Plan 2020/21	SDNPA 75% CIL	25% CIL from CALA development	Application to be made for the third year for SDNPA 75% CIL by 31/1/21 deadline.
Mill Road Community Garden	1 – In Action Plan 2020/21	Funding obtained (EHDC s106 funds)	N/A	Project to commence spring 2021. To be led by DD and LK with NW and SS.
Highways				
Courtesy crossings at West Liss	1 – In Action Plan 2020/21	Funding obtained (SDNPA s106)	N/A	PROJECT UNDERWAY
Village Gateways	1 - Commitment in Action Plan 2018/19 and 2020/21 (part if tackling speeding initiatives).	S106 funds available.	N/A	Application to be made to secure the s106 funds held by SDNPA.
Hill Brow Road school zone improvements	Established as LPC priority.	S106 funds available.	N/A	Application to be made to secure the s106 funds held by SDNPA.
Village Centre Improvements	1 – In Action Plan 2020/21 as part of implementing Neighbourhood Plan and tackling speeding	tbc	tbc	Brief to be revised in line with Project Review Group comments and then submitted to Council for formal approval.
Forest Road Improvements	1 – Tackling speeding in Action Plan 2020/21	tbc	tbc	Project not yet scoped. Highways Committee to consider.
Other areas				
Use of Groundsman's Hut, Newman Collard		No costs involved.	N/A	Now a project for NCPFT.

CCTV enhancement	2	Possible candidate for 25% CIL from CALA development		Project not scoped and on hold as low priority.
Improving drainage at Newman Collard (improvements to water flow under Centenary Gardens)	2	Funding obtained (SDNPA s106 environmental funds)	N/A	PROJECT COMPLETE
Reinstating Petanque Terrain	Commitment given by facilities Committee in response to request from LFRA.	Funding obtained (SDNPA s106 environmental funds)		PROJECT COMPLETE Path to reach it to be commissioned.
Community allotment	Established Facilities Committee priority	Minimal or no costs involved.	N/A	On hold during Covid-19. To be progressed by Facilities Committee in 2021/2022.
Village Hall renovation	Maintaining existing assets – Action Plan commitment	LPC budget 2021/22 for phase 1 works (as identified in building survey report) and budget provision made for 2021/22 for phase 2 works.	Application for LPC reserves if any shortfall.	External redecoration works to commence March 2021. Works for 2021/22 to be scoped further.
Village Hall restoration		tbc	tbc	Project not scoped. Low priority.
Millennium Mosaic renovation	Established LPC priority	tbc	tbc	MB pursuing – Report on progress to Facilities Committee in March 2021.